

**Finance**

Purchasing Division
320 Chestnut Street
Post Office Box 1810
Wilmington, NC 28402-1810

910 341-7830
910 341-7842 fax
wilmingtonnc.gov
Dial 711 TTY/Voice



Re: Pre-Qualification Application

Dear Sir/Madam,

Enclosed are pre-qualification forms that must be completed and returned to our office in order for your firm to bid on upcoming City of Wilmington projects. The Wilmington City Council approved an ordinance requiring pre-qualification on all City of Wilmington construction or repair projects in excess of \$100,000.

The City of Wilmington Pre-Qualification Statement and Checklist should be completed by you. The City of Wilmington Pre-Qualification Reference Form should be sent by you to three (3) different project owners involving previous work performed by your firm that is similar in scope and complexity that you anticipate bidding on with the City of Wilmington.. The owner-reference is to then complete the Reference Form and mail or fax it directly to our office at the above address. In order to avoid pre-qualification delay, please make every effort to have the three (3) prior references complete and return the forms within ten (10) working days. Firms must be prequalified a minimum of 10 days prior to the advertisement of a project.

Your assistance is greatly appreciated. We look forward to receiving your information.

Sincerely,

Steven D. Bridges
Purchasing Manager

CITY OF WILMINGTON, NORTH CAROLINA

QUALIFICATION STATEMENT FROM CONTRACTOR

The person, firm or corporation hereby certifies that this statement and the information contained herein are true, accurate and complete.

Legal name of firm: _____

Street Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Fax: _____

E-Mail: _____

Primary Contact: _____

Secondary Contact: _____

Company is a Corporation _____ Proprietorship _____ Other _____ (specify)
Partnership _____ LLC _____ Joint Venture _____

Type of Work Performed (check all that apply) Indicate dollar amount of licensing and state(s) of licensing

General Construction (Buildings):	_____	\$ _____	State _____
General Construction (Other) Explain:	_____	\$ _____	State _____
Electrical:	_____	\$ _____	State _____
Plumbing:	_____	\$ _____	State _____
Mechanical/HVAC	_____	\$ _____	State _____
Marine Construction:	_____	\$ _____	State _____
Water:	_____	\$ _____	State _____
Sewer:	_____	\$ _____	State _____
Paving:	_____	\$ _____	State _____
Excavation:	_____	\$ _____	State _____
Pump Station Construction:	_____	\$ _____	State _____
Site Work:	_____	\$ _____	State _____
Storm Drainage:	_____	\$ _____	State _____
Sewer pipe lining:	_____	\$ _____	State _____
Demolition:	_____	\$ _____	State _____
Tank Painting:	_____	\$ _____	State _____
Pool Construction:	_____	\$ _____	State _____
Concrete:	_____	\$ _____	State _____

Other (specify) _____

Other (specify) _____

_____ \$ _____ State _____

If not licensed to perform all work checked above in all states please specify:

Contractors Bonding Limits: \$ _____ Aggregate

Contractors Bonding Limits: \$ _____ per job

Name of Bonding Company: _____

Address: _____

Contact: _____

Telephone Number: _____ Facsimile number: _____

Name of Agent: _____

Address: _____

Contact: _____

Telephone Number: _____ Facsimile number: _____

How many years has this company been in business? _____

Has company been in business under another name? Specify: _____

Corporation Information:

Date of Incorporation: _____

State of Incorporation: _____

President's name: _____

Vice President's name: _____

Secretary's name: _____

Treasurer's name: _____

Partnership/Proprietorship information:

Name of Owner(s): _____

Date of organization: _____

Type of Partnership: (if Applicable) _____

If not organized as one of the above, please specify:

Name of Owner(s): _____

Date of organization: _____

Experience:

Please see the attached reference form that is to be completed by a minimum of three (3) references and mailed by these references to the City of Wilmington.

Total dollar value of work in progress: _____

On a separate sheet list construction experience for the types of work you are seeking to be prequalified for.

Include the project name, name, address and telephone number of the owner, architect and major subcontractors.

Trade References:

On a separate sheet list the name of a minimum of four (4) major trade references.

Financial Information:

Attach a copy of the latest financial statement, preferably an audited statement. List the following items:

Assets (cash, equipment, accounts receivable, notes receivable, retainage held, inventory and other items of value)

Net fixed assets: _____

Other assets: _____

Current Liabilities: _____

Long term liabilities: _____

Other liabilities: _____

Name and address of firm preparing the financial statement:

Is the attached financial statement for the name of the firm listed on page 1? Yes ____ No ____

If not please explain.

Signatures:

Dated this the _____ day of _____

Name of Firm: _____

By: _____

Title: _____

I _____ do hereby certify that the information contained herein and in any attachments is true and accurate so as not to be misleading.

Subscribed and sworn before me this the _____ day of _____, 20__

Notary Public _____

My commission expires: _____

THE UNDERSIGNED CERTIFIES UNDER OATH THAT THE INFORMATION HEREIN IS TRUE AND SUFFICIENTLY COMPLETE SO AS NOT TO BE MISLEADING. FURNISHING INCOMPLETE, MISLEADING OR FALSE INFORMATION HEREIN SHALL RESULT IN DISQUALIFICATION FOR PRESENT AND FUTURE NEW HANOVER COUNTY PROJECTS, AS WELL AS RESULT IN IMPOSITION OF ANY AND ALL LEGAL REMEDIES AND SANCTIONS.

CITY OF WILMINGTON PREQUALIFICATION CHECKLIST

- _____ 1. Have you or your organization ever been declared in default on any contract with any public body in accordance with the General Conditions and Supplementary General conditions of that contract in the State of North Carolina completed within the last three years?
- _____ 2. Have you or your organization ever failed to complete outstanding contracts.
- _____ 3. Have you or your organization ever failed to comply with prequalification requirements.
- _____ 4. Have you or your organization ever submitted more than one bid for the same work from an individual, partnership, joint venture or corporation under the same or different names.
- _____ 5. Have you or your organization ever colluded with other bidders or been disqualified because of evidence of collusion.
- _____ 6. Have you or your organization ever failed to furnish a non-collusion affidavit upon request.
- _____ 7. Have you or your organization ever declared bankruptcy or insolvency or been declared bankrupt or insolvent.
- _____ 8. Have you or your organization ever failed to comply with conditions of a minority MBE/WBE program.
- _____ 9. Have you or your organization ever failed to return overpayments to a Project owner as directed by the Project Architect on any public project.
- _____ 10. Is your organization participating at present in any outstanding claim against the Project owner for any construction project?
- _____ 11. Have you or your organization ever failed to comply with a written order of a Project Owner or Project Architect.

If your response to any of the above questions (Nos. 1 -11) is "yes", please explain.

- _____ 12. Have you and your concern fully and promptly paid all subcontractors and suppliers on any construction project.
- _____ 13. Does your organization have all requisite licenses and qualifications to do business?

List your present position with the organization: _____

_____, being duly sworn, deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn to before me this the _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

CITY OF WILMINGTON PRE-QUALIFICATION REFERENCE FORM

Statement to Project Owners:

In an effort to foster a high standard of quality in our construction projects and in conformance with established standards of qualifying contractors, we would like to confirm a proven construction management history of concern to detail, quality craftsmanship, timely adherence to schedule completion and job site safety for the companies we contract with on our capital projects. To that end we have asked that each project bidder provide the names of three previous construction/renovation project owners as references. We are requiring that said references be completed on this form provided herein. Furthermore, the authority making reference should be a director, administrator or vice-president of Engineering, Facilities, Operations or Construction and should be available for a simple follow-up phone call from either the Architect/Engineer or County. Please help us by answering the following questions to the best of your knowledge.

Referenced By:

Name & Title: _____

Institution: _____

Address: _____

Phone: _____

Name of Project Referenced: _____

Dollar Value: (Approx.) _____

Date of Completion: (Approx.) _____

Referenced Company: _____

Mail completed reference form to:

City of Wilmington
Purchasing Manager's Office
P. O. Box 1810
Wilmington, N. C. 28402
Attn: Steven D. Bridges
Fax: (910) 341-7842

1. Has this company provided high standard of quality in its craftsmanship and installation?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

2. Has this company displayed a concern to their installations that exemplifies first class workmanship?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

3. Was the project work always supervised with a skilled professional?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

4. Did the project supervisor take responsible charge to coordinate the work and solve problems in the field as they were encountered?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

5. Did the supervisor and the workmen exercise a constant concern for safety complying with OSHA and other safety standards and practices at all times?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

6. Did the company display a cooperative attitude working with other prime contractors, the architect/engineer and the owner?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

7. Was the project schedule followed and the completion date achieved as planned?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

8. Did the contractor thoroughly punch out his own work with a particular attention to the details prior to asking for an architectural/engineering inspection?

☐ Yes ☐ No

Comments: _____

9. Did the architect/engineer return to check 'completed' punchlist work more than twice?

☐ Yes ☐ No

Comments: _____

10. Was the punch list completed after occupancy in

☐ 15 Days ☐ 30 Days ☐ 45 Days ☐ More Than 45 Days

Comments: _____

11. Were the sub-contractors hired by this company well informed with regard to the project contract requirements?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

12. Did these sub-contractors provide a standard of quality installation that exemplifies first class workmanship?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

13. Did these subcontractors provide professional supervision over their work and employees?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

14. Did these sub-contractors exercise a constant concern for safety in executing their work by complying with OSHA and other standards at all times?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

15. Did the company understand clearly the technical requirements of their work and therefore clearly exhibit a familiarity with the systems and components of there contract for construction?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

16. Did the company make every effort to ask for clarifications of 'gray' areas in the contract documents before they executed work for which they had doubts or concerns?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

17. Did the Contractor display a willingness to work with the Owner to safeguard ongoing operations?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

18. Did the prime contractor return pricing information on contract extras in a quick and responsive manner?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

19. Did the Project Architect determine that the prime contractor's change order requests for additional time and/or compensation should be granted?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

20. Were changes successfully negotiated without resorting to contractor's claims, arbitration or litigation?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

21. Did the company make an effort to manage the construction changes to the project work in a time effective manner?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

22. Did the contractor make a reasonable effort to provide periodic and regular project clean up?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

23. Did the contractor make an effort to maintain the cleanliness and on-going operations of any adjacent occupied space that may have been affected by dust, foot traffic, above ceiling work, etc., as part of the project?

☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

Comments: _____

Signature _____

Title _____

Date _____